

MINUTES
Psychiatric Security Review Board
Administrative Meeting
Joint Panel
February 9, 2018
Approved June 13, 2018

An administrative meeting of the Psychiatric Security Review Board was convened on February 9, 2018 at 2:00 p.m. in the fourth floor conference room of 610 SW Alder Street, Portland, Oregon 97205.

Board members present were:

- Adult Panel – Elena Balduzzi, Psy.D., Chairperson; Trisha Elmer, P.P.O. (by telephone); Anne Nichol, J.D. (by telephone); Scott Reichlin, M.D. (by telephone); and John Swetnam.
- Juvenile Panel – Bennett Garner, M.D.; Charles Kochlacs, J.D. (by telephone); Kathryn Kuenzi, P.P.O.; and Catherine Miller, Ph.D. (by telephone).
 - Shelly Casteel, excused.

PSRB Staff: Jane Bigler, Executive Secretary as note taker.

Guest: Jessica Knieling – DAS – Deputy Chief Human Resource Officer

The meeting was called to order at 2:05 p.m. by Dr. Balduzzi. Dr. Balduzzi then turned the meeting over to Ms. Knieling as the only topic on the agenda was recruitment of the new PSRB Executive Director.

Ms. Knieling provided members with copies of a list of the Recruitment Selection Panels and Proposed Recruitment plan drafted at the last meeting on January 26, 2018.

Discussion followed with a few modifications made to the proposed plan and date(s) were finalized and the following voted on:

- Position Description and Desired Attributes – Ms. Kuenzi moved that the panels adopt this document, Mr. Swetnam seconded the motion. The motion passed unanimously with no abstentions.
- Appointment of Individuals for the Application Review Panel – Dr. Garner moved that the panels appoint the Board members listed for the Application Review Panel, Ms. Kuenzi seconded the motion. The motion passed unanimously with no abstentions
- Adoption of the Recruitment Plan – Dr. Garner moved that the panels adopt the Recruitment Plan as modified, Mr. Swetnam seconded the motion. The motion passed unanimously with no abstentions.

The meeting was adjourned.

Meeting adjourned.